## MONTANA STATE HOSPITAL POLICY AND PROCEDURE



## EMPLOYEE CHARGES FOR PHOTOCOPIES

Effective Date: May 11, 2015 Policy #: BS-10

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- I. PURPOSE: To ensure photocopy expenses incurred at Montana State Hospital (MSH) are paid.
- **II. POLICY:** Employees utilizing MSH's copy machines for personal reasons will be charged an established and reasonable fee per copy.
- III. **DEFINITIONS:** None

## IV. RESPONSIBILITIES:

- A. Employees will report copies made to the Accounting Tech in the Business Office and submit payment as billed.
- B. The Accounting Tech in the Business Office will bill employees as appropriate, receive and receipt payment of bills, then process monies for the State General Fund.

## V. PROCEDURE:

- A. Employees copying for personal reasons will report the number of copies made to the Business Office.
- B. The Accounting Tech will bill employees \$ .10 per page. Upon receipt of payment, the Accounting Tech will forward the money to the Fiscal Bureau in Helena.
- **VI. REFERENCES:** DPHHS Copying Policy
- VII. COLLABORATED WITH: Claims/Accounting Technician. Hospital Administrator.
- VIII. RESCISSIONS: #BS-10, Employee Charges for Photocopies dated March 2, 2012; #BS-10, Employee Charges for Photocopies dated October 10, 2008; #BS-10, Employee Charges for Photocopies dated June 17, 2005.
- **IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE: May 2018
- XI. FOLLOW-UP RESPONSIBILITY: Chief Financial Officer
- XII. ATTACHMENTS: None

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John W. Glueckert	Date	Tracey Thun	Date	
Hospital Administrator		Chief Financial Officer		